

## **Disability Awareness Month**

### **INCREASING AWARENESS ABOUT THE ADA**

The Americans with Disabilities Act (ADA) will soon celebrate its 13<sup>th</sup> anniversary as the most significant civil rights legislation since the Civil Rights Act of 1964. The ADA guarantees and protects the rights of people with disabilities as American citizens. Its passage by Congress and signing by the president of the United States on July 26, 1990, represents a new awareness about people with disabilities – an awareness that people with disabilities are people who deserve the same rights of citizenship as people without disabilities.

In July 1994, the last entitlement of the ADA became effective. Now, businesses with as few as 15 employees must follow ADA guidelines.

This packet provides information about the ADA, a fact sheet on the ADA's major sections, and an ADA checklist for existing facilities.

#### **Background**

The ADA affects some 54 million Americans who have a physical or mental disability. This number will continue to grow as our nation's elderly population increases. The ADA protects and guarantees the rights of all Americans with disabilities and makes discrimination based on a person's disability illegal. Discrimination denies people with disabilities the opportunity to participate in and contribute to society.

#### **Ideas for Activities**

There are many ways to increase awareness about the ADA. Consider the suggestions below, or come up with your own creative ideas:

- Use the attached checklist to survey local businesses open to the public. The checklist can also be used for (government) entities (i.e., schools) under Title II of the ADA. (Note: Title II requires that programs, when viewed in their entirety, be readily accessible to and usable by people with disabilities. For example, "program access" can sometimes be

achieved simply by providing the service in an alternate accessible location. The level of accessibility required by Title II is determined by applying the program accessibility standard to the facilities of the government entity as a whole.)

- Focus on a different ADA topic each week of Awareness Month. Invite an expert (lawyer, business person, person with a disability, advocate or government representative) to speak to your organization about provisions and implementation of the ADA.
- If you are a teacher, compare the ADA with other civil rights movements and legislation in our country's history.
- Distribute information about the ADA, along with Disability Awareness Month information, at events, booth exhibits and places of business. You can make photocopies of the fact sheet and checklist included in this packet.
- Ask community organizations and businesses to take 10 minutes to complete the ADA compliance quiz. Follow-up with quiz-takers by providing information on the ADA.
- Establish an advisory group and speakers' bureau of people with special knowledge of disability-related issues. Offer your group as a resource; send speakers to local classes, congregations, civic groups, business organizations, etc., to increase awareness about ADA compliance and other issues of concern to people with disabilities.
- Establish and publicize an ADA information line for your community. Make it available for businesses to ask questions about ADA compliance, and for people with disabilities to ask about their rights under the ADA.

### **Creating Awareness within Businesses and Organizations**

Help create positive awareness of ADA compliance issues within businesses and organizations in your community by commenting on accessibility through the Yellow Card Campaign. Originally conceived by the Great Lakes Disability and Business Technical Assistance Center Institute on Disability and Human Development, the Yellow Card acts as a report card for you or your advocate group to review any organization or place of business. You might report complete accessibility or point out areas that fall short of compliance standards. Kick off this campaign during Disability Awareness Month and continue it throughout the year.

Use the card as a means of communication between the community of people with disabilities and the business community. Businesses and organizations might not recognize the

barriers surrounding their building until you bring them to their attention. Your Yellow Card suggestions might move them to make positive adaptations.

Enclosed in this packet are 10 Yellow Cards. Be creative initiating the Yellow Card campaign. If you want to involve an advocate group, set a monthly goal of the number of businesses or organizations your group wants to visit. Give each person in your group several cards and reward the one who fills out the most.

Or if you're an individual advocate, go on a city tour, stop at various businesses and organizations, complete your card and leave it with the manager or director. Invite friends to join you or give them cards to complete on their own. Visit several sections of town throughout the month or year.

When sending completed forms to the respective business or organization, include a letter from your group thanking the business/organization for considering your suggestions. Offer your name and organization or the Great Lakes Disability Center as a contact if the business or organization has any questions or comments.

The Great Lakes Disability and Business Technical Assistance Center Institute on Disability and Human Development initiated the Yellow Card campaign in the Great Lakes region, including Indiana. The center provides unlimited quantities of Yellow Cards at no cost and in alternative formats. For more Yellow Cards or information on the ADA, contact (800) 949-4232 (voice/TT).

## RESOURCES

There are a variety of resources available about the ADA. Your company or organization might already have received literature about it. Here are sources of ADA-related information:

### **National ADA Resources**

#### **Great Lakes Disability & Business Technical Assistance Center**

University of Illinois at Chicago  
1640 Roosevelt Road (M/C 626)  
Chicago, Illinois 60608  
800-949-4232 (voice/TT)  
312-413-1407 (voice/TT)  
312-413-1856 (fax)  
[www.adagreatlakes.org](http://www.adagreatlakes.org)

#### **Job Accommodations Network**

West Virginia University  
918 Chestnut Ridge Road, Suite 1  
P.O. Box 6080  
Morgantown, WV 26506-6080  
800-232-9675 (voice/TT)  
[www.jan.wvu.edu](http://www.jan.wvu.edu)

#### **U.S. Department of Justice – Americans with Disabilities**

Disability Rights Section  
Box 66738  
Washington, D.C. 20035-9998  
800-514-0301 (voice)  
800-514-0383 (TT)  
[www.usdoj.gov/crt/ada/adahom1.htm](http://www.usdoj.gov/crt/ada/adahom1.htm)

### **Indiana ADA Resources**

#### **Indiana State ADA Steering Committee**

Indiana Institute on Disability and Community  
2853 E. 10th Street  
Bloomington, IN 47408-2601  
812-855-6508 (voice)  
812-855-9396 (TT)  
812-855-9630 (fax)  
[www.isdd.indiana.edu](http://www.isdd.indiana.edu)

#### **Family and Social Services Administration – Human Resources**

402 W. Washington Street, Room E431  
Indianapolis, IN 46207  
317-233-6988 (voice)  
317-232-1530 (fax)  
[ric\\_edwards@mailexcite.com](mailto:ric_edwards@mailexcite.com) (e-mail)  
[www.state.in.us/fssa/](http://www.state.in.us/fssa/)

#### **Indiana Governor's Planning Council for People with Disabilities**

150 W. Market St., Suite 628  
Indianapolis, IN 46204  
317-232-7770 (voice)  
317-232-7771 (TT)  
317-233-3712 (fax)  
[GPCPD@gpcpd.org](mailto:GPCPD@gpcpd.org) (e-mail)

#### **ATTAIN, Inc.**

2346 S. Lynhurst Dr., Suite 507  
Indianapolis, IN 46241  
800-528-8246 (voice)  
317-486-8809 (voice)  
317-921-8774 (fax)  
[CFULFORD@INDIAN.vinu.edu](mailto:CFULFORD@INDIAN.vinu.edu) (e-mail)

**Breaking New Ground Resource Center**  
Purdue University  
225 S University Street  
W. Lafayette, IN 47907-2064  
765-494-5088 (voice)  
765-496-1356 (fax)  
[www.ecn.purdue.edu/ABE/Extension/BNG/](http://www.ecn.purdue.edu/ABE/Extension/BNG/)

**Indiana Civil Rights Commission**  
Indiana Government Center North  
100 N. Senate Ave., Room N103  
Indianapolis, IN 46204  
317-232-2600 (voice)  
800-628-2909 (voice)  
800-743-3333 (TT)  
317-233-4809 (fax)  
[www.state.in.us/icrc](http://www.state.in.us/icrc)

**Indiana Protection & Advocacy Services**  
4701 N. Keystone, Suite 222  
Indianapolis, IN 46205  
317-722-5555 (voice/ TT)  
317-722-5564 (fax)  
800-622-4845 (voice)

## **Regional Resources**

**EmployAbilities**  
2000 Greenbush  
Lafayette, IN 47904  
765-420-1414 (voice)  
888-423-5531 (voice)  
765-420-1415 (fax)  
[jobfndr@cnfe.com](mailto:jobfndr@cnfe.com) (e-mail)

**Northwest Indiana ADA Project  
Tradewinds Rehabilitation Center**  
5901 W. 7th Ave., Box 6308  
Gary, IN 46406  
219-949-4000 ext. 281 or ext. 278 (voice)  
219-944-8134 (fax)  
[TWRC@netnitco.net](mailto:TWRC@netnitco.net)

**Indiana State Government Department of  
Personnel**  
402 W. Washington Street, Room W161  
Indianapolis, IN 46204  
317-233-3320 (voice)  
317-232-4555 (TT)  
317-232-3089 (fax)  
[lhaskett@gwnet.isd.state.in.us](mailto:lhaskett@gwnet.isd.state.in.us) (e-mail)

**Department of Vocational Rehabilitation  
Family and Social Services Administration**  
402 W. Washington Street, Room W453  
P.O. Box 7083  
Indianapolis, IN 46207-7083  
317-232-1319 (voice)  
317-232-1427 (TT)  
800-545-7763 ext. 1319 (voice)  
[www.state.in.us/fssa/](http://www.state.in.us/fssa/)

**The Rehabilitation Center**  
3701 Bellemeade Ave.  
Evansville, IN 47714  
812-479-1411 (voice)  
812-474-2351 (fax)

**National Center on Accessibility**  
Indiana University  
2805 E. 10<sup>th</sup> St., Suite 190  
Bloomington, IN 47408  
812-856-4422 (voice)  
812-856-4421 (TT)  
812-856-4480 (fax)  
[www.indiana.edu/~nca](http://www.indiana.edu/~nca)

## **Indiana Centers for Independent Living**

### **ATTIC Center for Independent Living**

2758 B. East Pine Hill Drive  
P.O. Box 2441  
Vincennes, IN 47591  
812-886-0575 (voice)  
800-962-8842 (voice)  
812-886-0575 (TT)  
812-886-1128 (fax)  
[INATTIC1@aol.com](mailto:INATTIC1@aol.com) (e-mail)  
[www.theattic.org](http://www.theattic.org)

### **Allen County League for the Blind and Disabled, Inc.**

5821 S. Anthony Blvd.  
Fort Wayne, IN 46816  
219-260-441-0551 (voice/ TT)  
800-889-3443 (voice/ TT)  
219-260-441-7760 (fax)  
[www.the-league.org](http://www.the-league.org)

### **Southern Indiana Center for Independent Living (SICIL)**

Stone City Mall  
3300 West 16<sup>th</sup> Street  
Bedford, IN 47421  
812-277-9626 (voice)  
812-277-9627 (TT)  
800-845-6914 (voice/TT)  
812-277-9628 (fax)  
[sicil@tima.com](mailto:sicil@tima.com) (e-mail)

### **Wabash Independent Living and Learning Center (WILL)**

7J Meadows Center  
Terre Haute, IN 47803-2373  
812-232-9455 (voice)  
877-915-9455 (voice)  
812-234-1536 (fax)  
[teresa@thewillcenter.org](mailto:teresa@thewillcenter.org)

### **Everybody Counts, Inc.**

9111 Broadway, Suite A  
Merrillville, IN 46410  
219-769-5055 (voice)  
888-769-3636 (voice)  
219-756-3323 (TT)  
219-769-5325 (fax)  
[ecounts@netnitco.net](mailto:ecounts@netnitco.net) (e-mail)  
[www.thetimesonline.com/org/everybody\\_ecounts@netnitco.net](http://www.thetimesonline.com/org/everybody_ecounts@netnitco.net)

### **Indianapolis Resource Center for Independent Living (IRCIL)**

2110 N. Capitol  
Indianapolis, IN 46202  
317-596-6440 (voice/ TT)  
800-860-7181 (voice/ TT)  
317-596-6446 (fax)  
[ircil@netdirect.net](mailto:ircil@netdirect.net) (e-mail)

### **Northern Indiana Independent Living Services (NIILS)**

702 Williams Street  
Elkhart, IN 46516  
219-293-7509 (voice)  
219-293-8783 (fax)

### **Independent Living Center of Eastern Indiana**

3771 South A  
Richmond, IN 47374  
(765) 939-9226 (voice)  
(877) 939-9226 (voice)  
[ilcein@ruralpek.com](mailto:ilcein@ruralpek.com)

## AMERICANS WITH DISABILITIES ACT

### A SELECTED BIBLIOGRAPHY

The materials listed below may be borrowed from the library at the Indiana Institute on Disability and Community, 2853 E. Tenth St., Bloomington, IN 47408-2696, (812) 855-6508 (voice/TT); 812-855-9396 (TT) or (800) 825-4733 (voice). The library has additional ADA resources available upon request.

*The ADA maze: What YOU can do.* [videorecording]. (1991). West Des Moines, IA: American Media Inc.

*The ADA: Questions and answers.*

Allen, J. G. (1993). *Complying with the ADA: A small business guide to hiring and employing the disabled.* New York: John Wiley.

*The Americans with Disabilities Act.* [videorecording]. (1991). Oak Forest, IL: Foundation for Exceptional Children.

*The Americans with Disabilities Act.* [videorecording]. (1992). Urbana, IL: Reed Martin.

*The Americans with Disabilities Act: An overview.* (1992). Indianapolis: VSA arts of Indiana.

*Americans with Disabilities Act handbook.* (1991). Washington, D.C.: Equal Employment Opportunities Commission.

*Americans with Disabilities Act: Transportation for individuals with disabilities: Department of Transportation final regulations.* (1991). Indianapolis: Indiana Governor's Planning Council for People with Disabilities.

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*And justice for all: A celebration of the Americans with Disabilities Act.* [videorecording]. (1991). Dunbar, WV: West Virginia Research and Training Center.

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Cochrane, C. & Wood, W. (Eds.) (1992). *Desk reference on the Americans with Disabilities Act.* Richmond, VA: The Association for Persons in Supported Employment.

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Ellexson, M. T. & Kornblau, B. L. (1993). *Functional job analysis and pre-placement screening.* [videorecording]. Tucson, AZ: Therapy Skill Builders.

*Every page spelled liberty* [videorecording]. (1990). Cleveland: Classic Video.

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Foos, D. O. and Peck, N. C. (1992). *How libraries must comply with the Americans with Disabilities Act (ADA).* Phoenix, AZ: Oryx.

Gostin, L. O. & Beyer, H. A. (1993). *Implementing the Americans with Disabilities Act: Rights and responsibilities of all Americans.* Baltimore, MD: Paul H. Brookes.



Jarrow, J. E. (1992). *Title by title: The ADA's impact on post-secondary education*. Columbus, OH: Association on Higher Education and Disability.

Johnson, Mary, et al. (Eds.). (1992). *People with disabilities explain it all for you: Your guide to the public accommodations requirements of the Americans with Disabilities Act*. Louisville, KY: Advocado Press.

Kailes, J. I. & Jones, D. (1993). *A guide to planning accessible meetings*. Houston, TX: ILRU Program.

The National Senior Citizens Law Center. (1992). *Implementation of the Americans with Disabilities Act*. Washington, D.C.: American Association of Retired Persons.

Parry, J. (Ed.) (1992). *The Americans with Disabilities Act Manual: State and local public accommodations*. Washington, D.C.: American Bar Association.

*Providing public transportation to everyone* [videorecording]. (1992). Chicago: National Easter Seal Society.

Scott, K. M. (1988). *The Americans with Disabilities Act: What will it mean to you?* Silver Spring, MD: Governor's Planning Council on Developmental Disabilities.

Shepard, I. M. (et al.). (1992). *ADA audit, transition plan, and policy statement for higher education: Manual and workbook*. Salisbury, MD: American Association of Community Colleges.

Wehman, P. (1993). *The ADA mandate for social change*. Baltimore, MD: Paul H. Brookes.

West, Jane (Ed.). (1991). *The Americans with Disabilities Act: From policy to practice*. New York: Milbank Memorial Fund.

*Work in progress.* [videorecording]. (1993). Raleigh, NC: Barrier Free Environments.

Zuckerman, D., Debenham, K. & Moore, K. (1993). *The ADA and people with mental illness: A resource manual for employees.* Washington, D.C.: American Bar Association.

### **ADA COMPLIANCE QUIZ**

How well does your organization comply with the ADA? To find out, answer “yes” or “no” to the following questions. If you answer “no” to any of the questions, take the appropriate steps to comply with the ADA.

**Yes    No**

- |                          |                          |    |  |
|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | All positions (not just entry level) are open to qualified applicants with disabilities.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | Interview areas are readily accessible to people with physical disabilities (e.g., wheelchair users).  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | Testing does not discriminate against employment applicants with speech, vision and/or hearing disabilities.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | Selection criteria are related to the job description and the needs of the business.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. | Applicants are not asked if they have a disability or the nature or extent of any disability. (Applicants may be asked about their ability to perform specific essential job functions.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. | Medical examinations are not required unless they are required of all employees in similar positions.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. | Reasonable accommodations – including adaptive aids and assisting technology – are made for employees with disabilities unless they impose an “undue business hardship.”                 |

- \_\_\_    \_\_\_    8.    Existing facilities used by all employees are accessible to persons with disabilities.
- \_\_\_    \_\_\_    9.    Jobs are redesigned to accommodate a person's disability. If necessary, tasks are reassigned to other employees.
- \_\_\_    \_\_\_    10.    Part-time and modified work schedules are considered to accommodate employees with disabilities.
- \_\_\_    \_\_\_    11.    If qualified, persons with disabilities are considered for promotions.
- \_\_\_    \_\_\_    12.    Employees are notified of an employer's obligations under the Americans with Disabilities Act.
- \_\_\_    \_\_\_    13.    Customers are not denied service based on their association or relationship with a person with a disability.
- \_\_\_    \_\_\_    14.    Criteria for service does not limit the participation of a person with a disability unless it applies to everyone.
- \_\_\_    \_\_\_    15.    When readily achievable, architectural barriers (narrow doorways, stairs without wheelchair ramps, heavy doors) are removed.

Information provided by DATA, Inc., 1990.